

THE Magistrate Court	_DEPARTMENT IS TRANSI	FERRING THE FOLLOV	VING FIXED ASSETS:
DESCRIPTION:	SERIAL#	ASSET #	OPERABLE Y/N
Floor ceramic heater	worn off		N
Heater fan	HF-0020		N
Black desk chair	CA41487		
Black desk chair	worn off	: 	
(CHECK APPROPRIATE SELECTION BEL	LOW FOR TRANSFER OR S	URPLUS)	
THE FIXED ASSETS LISTED ABO	VE WERE <u>TRANSFERRED</u> 1	ГО ТНЕ	DEPARTMENT.
THE FIXED ASSETS LISTED ABO	VE WERE <u>TRANSFERRED</u> T	TO THE MOTOR POOL	PUBLIC WORKS DEPARTMENT.
THE FIXED ASSETS LISTED ABO	VE WERE <u>TRANSFERRED</u> 1	TO THE PARKER RD. ST	TORAGE.
	OR		
THE FIXED ASSETS LISTED ABOVE WERE	SURPLUSED TO THE DEPA	RTMENT CHECKED BEI	OW.
SURPLUSED TO PARKER RD.	STORAGE (FURNITURE	EQUIPMENT, COMPU	TERS, ETC.)
SURPLUSED TO FLEET SERV	'ICES (VEHICLES)		
			E AFTER THE BOC APPROVAL.
ELECTED OFFICIAL/DEPARTMENT I	HEAD ELECTI	ED OFFICIAL/DEPAR	TMENT HEAD
DATE 117 / 72.018	DATE		
This form goes to the receiving department alore the equipment being transferred, sign this form equipment is to be removed from the transferred department's fixed assets. Please forward the lasset / inventory lists. IF SURPLUSED:	m and forward to the Finance ing department's fixed assets a	Department. At this time and added to the receiving	the g
BOARD OF COMMISSIONER'S ACTIO	ON (APPROVE / DECLINE	Z)	DATE

2016-400



THE	Magistrate Court	DEPARTMENT IS TRANSFERRING THE FOLLOWING FIXED ASSETS:			
	DESCRIPTION:	SERIAL#	ASSET #	OPERABLE Y/N	
M	etal racks			Y	
Gr	ay table			Y	
Pa	oer shredder	SPL-XC240P		N	
Gr	ay desk chair	PA-25276		N	
Pa	per shredder	HS1000		N	
тње гах	THE FIXED ASSETS LISTED A THE FIXED ASSETS LISTED A ED ASSETS LISTED ABOVE WE	ABOVE WERE TRANSFERRED TO ABOVE WERE TRANSFERRED TO ABOVE WERE TRANSFERRED TO THE DEPARENCE SURPLUSED TO THE DEPARENCE (VEHICLES)	O THE MOTOR POOL/PUI O THE PARKER RD. STOR TMENT CHECKED BELOV	RAGE.	
	MAINTENANCE DEPARTMENT: FERRING DEPARTMENT: ED OFFICIAL/DEPARTMENT	RECEIVI	IOVAL TO STORAGE A	IFTER THE BOC APPROVAL.	
the equipequipme departm asset / in	oment being transferred, sign this nt is to be removed from the trans	t along with the equipment. After r form and forward to the Finance D ferring department's fixed assets a the Finance Department an update	Department. At this time the nd added to the receiving	of	
ROADI	OF COMMISSIONED'S AC	TION (APPROVE / DECLINE)		DATE	



DESCRIPTION:	SERIAL#	ASSET #	OPERABLE Y#N
Typewriter			N
Oversize wood desk		-	Y
Brown leather armrest chair	- 2	-	Y
Miscellaneous foam items			N/A
(5) Five wood chairs		-	Y
CHECK APPROPRIATE SELECTION BE	ELOW FOR TRANSFER OR S	URPLUS)	
THE FIXED ASSETS LISTED AB	OVE WERE <u>TRANSFERRED</u> T	TO THE	DEPARTMENT,
THE FIXED ASSETS LISTED AB	OVE WERE <u>Transferred</u> T	TO THE MOTOR POOL/PU	BLIC WORKS DEPARTMENT,
THE FIXED ASSETS LISTED AB	OVE WERE <u>Transferred</u> 1	TO THE PARKER RD. STOR	AGE.
	OR		
HE FIXED ASSETS LISTED ABOVE WER	E SURPLUSED TO THE DEPA	RTMENT CHECKED BELOW	v.
SURPLUSED TO PARKER RI			
SURPLUSED TO FLEET SER	0.0	ingon many yearn as a	, 2,
IT IS THE RESPON	NSIBILITY OF THE TRANS	FERRING DEPARTMEN	T TO NOTIFY THE
MAINTENANCE DEPARTME	ENT FOR PICKUP AND RE	MOVAL TO STORAGE A	FTER THE BOC APPROVAL.
TRANSFERRING DEPARTMENT:	RECEIV	ING DEPARTMENT:	
	V 0 . C	III DELTHILINE	
	DOJE PAINS		
ELECTED OFFICIAL/DEPARTMENT	THEAD ELECTI	ED OFFICIAL/DEPARTM	IENT HEAD
1/8/16			
11 1 0 1 / **			
	DATE		
DATE			
OATE This form goes to the receiving department a	along with the equipment. After		of
OATE This form goes to the receiving department are equipment being transferred, sign this for	along with the equipment. After	Department. At this time the	of
OATE This form goes to the receiving department and the equipment being transferred, sign this for the transferment is to be removed from the transferment.	along with the equipment. After orm and forward to the Finance erring department's fixed assets	Department. At this time the and added to the receiving	of
DATE This form goes to the receiving department a he equipment being transferred, sign this for quipment is to be removed from the transfe lepartment's fixed assets. Please forward the	along with the equipment. After orm and forward to the Finance erring department's fixed assets	Department. At this time the and added to the receiving	of
DATE This form goes to the receiving department a he equipment being transferred, sign this for equipment is to be removed from the transfe lepartment's fixed assets. Please forward the lesset / inventory lists. F SURPLUSED:	along with the equipment. After orm and forward to the Finance erring department's fixed assets	Department. At this time the and added to the receiving	of
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THE Wagistrate Court	DEPARTMENT IS TRANSI	FERRING THE FOLLOWI	NG FIXED ASSETS:
DESCRIPTION:	SERIAL#	ASSET#	OPERABLE Y / N
Panasonic microwave	AW315402169		Y
Scanner	Fi-5530C2		N
Fire extinguisher			N
			•
			
(CHECK APPROPRIATE SELECTION I	BELOW FOR TRANSFER OR S	URPLUS)	
THE FIXED ASSETS LISTED A	BOVE WERE <u>TRANSFERRED</u>	ГО ТНЕ	DEPARTMENT.
THE FIXED ASSETS LISTED A	BOVE WERE <u>TRANSFERRED</u>	TO THE MOTOR POOL/PU	JBLIC WORKS DEPARTMENT,
THE FIXED ASSETS LISTED A	BOVE WERE <u>TRANSFERRED</u>	TO THE PARKER RD. STO	DRAGE,
	OR		
THE FIXED ASSETS LISTED ABOVE WE	ERE SURPLUSED TO THE DEPA	RTMENT CHECKED BELO	DW.
\ r	RD. STORAGE (FURNITURE		
SURPLUSED TO FLEET SE		,EQUIT MENT ,COMI OT	ERG, ETC.)
SORI LOSED TO FEEL SE	RVICES (VEHICLES)		
IT IS THE RESPO	DISTRICT OF THE TRANS	FERRING DEPARTME	NT TO NOTIFY THE
MAINTENANCE DEPARTM	IENT FOR PICKUP AND RE	MOVAL TO STORAGE	AFTER THE BOC APPROVAL.
TRANSFERRING DEPARTMENT:	RECEIV	/ING DEPARTMENT:	
Judge Phinia Aten ELECTED OFF CIAL/DEPARTMEN	THEAD FLECTI	ED OFFICIAL/DEPART	MENT HEAD
ELECTED OFF CIAL/DEFARTMEN	O HEAD ELECTI	EDOFFICIAL/DELAKI	WENT HEAD
/ 11.8	.//0		
DATE	DATE		
This form goes to the receiving departmen	t along with the equipment. After	receiving denortment gets a	d of
the equipment being transferred, sign this	•		
equipment is to be removed from the trans			
department's fixed assets. Please forward	the Finance Department an updat	ed copy of your current fixe	d
asset / inventory lists.			
IF SURPLUSED:			
BOARD OF COMMISSIONER'S AC	TION (APPROVE / DECLINE	Ξ)	DATE